

POSITION DESCRIPTION
Computer Specialist
GS-0334-13

I. INTRODUCTION

This position is located in the U.S. Department of Education in the office of the General Manager, Students Channel, Office of Student Financial Assistance. The Students Channel provides best in business services to potential and current borrowers and aid recipients and delivers a range of services that heighten students' and parents' awareness and understanding of options to finance their education.

This position is established to analyze/perform work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using computers.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Analyzes and evaluates work concerned with integrated systems of computer programs and/or computer equipment.
- Applies available technologies and basic management principles to adapt computer methods to a variety of subject matter situations.
- Supports subject matter users by developing or designing applications for computers and/or in selecting, or assisting in selecting computer equipment.
- Oversees/performs equipment installation or relocation, testing and acceptance processes.
- Responds to and resolves problems with software, hardware and systems management.
- Integrates several hardware, software, and/or computer related services to provide an integrated information system.
- May evaluate vendor or employee developed software to assure that it will provide the desired results and operate properly on assigned equipment systems.

III. FACTORS

FACTOR 1	KNOWLEDGE REQUIRED	Level 1-7	1250
points			

- Knowledge of a wide range of computer techniques, requirements, methods, sources and procedures.
- Knowledge of system software and systems development life cycles, including systems documentation, design development, configuration management, cost analysis, data administration, systems integration, and testing.
- Skill in modifying and adapting precedent solutions to unique or specialized requirements.
- Skill in applying agency policies and data processing standards and knowledge of technical

The work is performed in an office setting.

TOTAL = 3190 points

IV. UNIQUE POSITION REQUIREMENTS

- Reports to the Director of Administrative Services within Students Channel
- Oversee the development of business case studies that support the IT initiatives
- Knowledge of the law and regulations relative to Federal student loan programs
- Ability to implement student loan policy through design, development, and administration of student loan systems
- Knowledge of automated data processing standards, policies and system design guidelines
- Ability to analyze and evaluate work concerned with integrated systems to computer programs and/or computer equipment
- Prior experience in and knowledge of wide range of computer techniques, requirements, methods, sources, procedures
- Prior experience in and knowledge of system software and systems development life cycles, including systems documentation, design development, configuration management, cost analysis, data administration, systems integration, and testing
- Skill in overseeing/performing equipment installation or relocation, testing and acceptance processes
- Skill in modifying and adapting precedent solutions to unique or specialized requirements
- Ability to apply available technologies and basic management principles to adapt computer methods to a variety of subject matter situations
- Knowledge of automatic data processing (ADP) principles and practices
- Ability to communicate orally and in writing